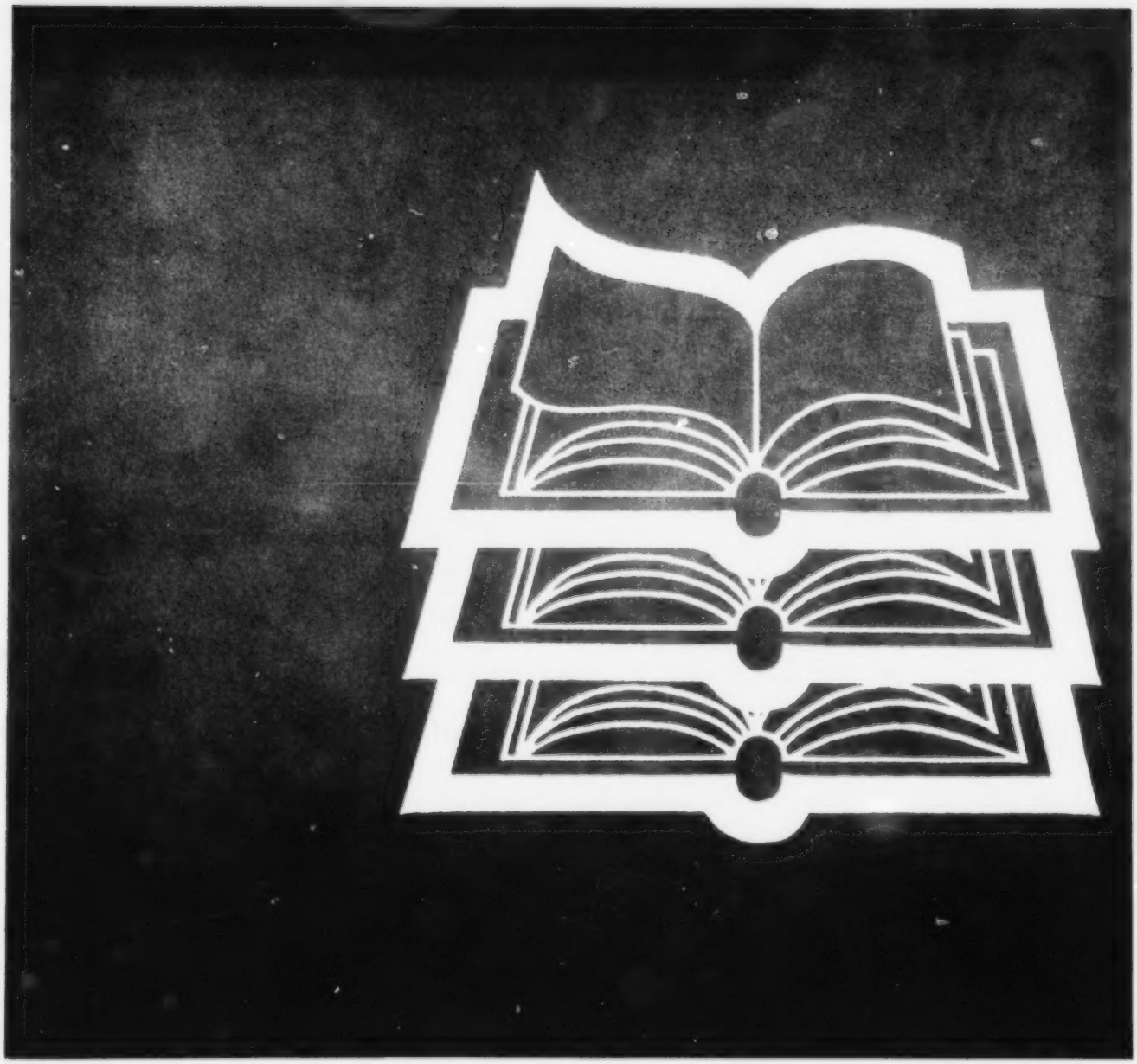
Saskatchewan
Education

Provincial
Library

Collection Policy



COLLECTION POLICY

Saskatchewan Education
Provincial Library

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COLLECTION POLICY

INTRODUCTION

Within the overall goals of the Government of Saskatchewan and The Public Libraries Act, 1984, the Provincial Library's role is to work toward equitable access to library services and resources for all Saskatchewan residents. The collection mandate in The Public Libraries Act, 1984 is to provide "resource collections of library materials not available in other libraries in Saskatchewan".

Therefore, the guiding principle of the Provincial Library Collection Policy is to provide Saskatchewan residents with equitable access to materials not available from other libraries in the province by providing unique collections and titles.

The Collection Policy reflects Provincial Library's role in the library network in Saskatchewan. In the context of the ALA codes for collection levels (see Definition of Collection Levels), Provincial Library collects at the study level or research level. High demand, basic, and, popular materials are provided at the local or regional/municipal level, with the exception of alternate collections.

The Collection Policy identifies the long-range collection goals of the Provincial Library. Short-range collection goals are found in a separate Collection Development Plan, and on an annual basis, in the allocation of the Library's materials budget.

The Collection Policy will be reviewed at least once every three years. Using the overall goal of providing unique collections and titles, the goals of the individual collections, user needs for collections, and selection priorities, will be assessed in a process involving discussions with client libraries.

Acknowledgements:

We wish to acknowledge the use of the following documents as reference sources in the course of preparing this Collection Policy:

1. Guidelines for Collection Development. American Library Association, 1979.
2. General Collection Policy. Metropolitan Toronto Library, 1983.

ALA CODES

The Collection Policy uses the American Library Association (ALA) Codes to define levels of collecting activity:

"The codes defined below are designed for use in identifying both the extent of existing collections in given subject fields (collection density) and the extent of current collecting activity in the field (collecting intensity).

A. Comprehensive level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

B. Research level. A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and, other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing, and, abstracting services in the field.

C. Study level. A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and, the reference tools and fundamental bibliographical apparatus pertaining to the subject.

Note: Some college librarians have expressed a need for further refinement of the 'Study level' code for use by libraries without comprehensive or research level collections, to enable them to define their collecting policies explicitly enough to meet the needs of network resources planning. We include the following optional subcodes for such institutions.

(1) Advanced study level. A collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and, the reference tools and fundamental bibliographical apparatus pertaining to the subject.

ALA CODES (continued)

(2) Initial study level. A collection which is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs (as are represented by Choice selections) supported by seminal retrospective monographs (as are represented by Books for College Libraries), a broad selection of works of more important writers, a selection of the major review journals, and, current editions of the most significant reference tools and bibliographies pertaining to the subject.

D. Basic level. A highly selective collection which serves to introduce and define the subject, and, to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

E. Minimal level. A subject area in which few selections are made beyond very basic works."

American Library Association, Resources and Technical Services Division. Guidelines for Collection Development. Chicago: American Library Association, 1979. Page 3-5.

COLLECTION POLICY - ALTERNATE COLLECTIONS

GOAL

To facilitate equitable access to alternate materials for patrons with special needs by developing resource collections of alternate materials not available in other libraries in Saskatchewan.

COMMUNITY SERVED/INTENDED AUDIENCE

Provincial Library will develop alternate collections for patrons with special needs. Factors which will affect the decision to develop an alternate collection are:

- identification of a special needs group;
- the number and location of patrons with special needs;
- the nature of materials needed;
- availability of materials from all sources; and,
- availability of materials for purchase; and,
- development of pilot collections for new target groups.

COLLECTION DESCRIPTION

Alternate collections are developed at the basic level and may include popular, general interest materials, fiction, non-fiction, and, children's materials in a variety of formats.

TYPES OF MATERIALS

Alternate collections may include the following types of materials:

- large print books and periodicals;
- talking books and periodicals;
- print/braille books, and signed English books;
- material not available in other Saskatchewan libraries; and,
- materials in languages other than English including books and audio-visual materials.

GOAL

To facilitate equitable access to large print adult non-fiction and juvenile materials for persons who have difficulty reading standard print.

DEFINITION

Large print refers to any book or magazine produced in 14-point or larger type size. Other techniques to increase the readability of books may be used such as: clear, bold type face, dark ink, and generous white space between printing. Large print books are usually reprinted editions of previously published works.

COMMUNITY SERVED/INTENDED AUDIENCE

The large print collection is intended for the use of any individual who experiences some degree of visual impairment or who prefers a larger type size. This group is usually adults, including people with physical disabilities affecting muscle control, people who require reading material to be placed further than normal from the eye, people with failing eyesight, and others. This client group can be found in virtually every community in Saskatchewan. They need access to the full range of library materials in large print format. Provincial Library will serve the non-fiction needs of this group.

Visually impaired children and young adults are a different client group. There are fewer than 100 school-age children registered for the Department of Education's Large Print Services program. This program provides children who require large print with textbooks and curriculum-related materials. However, it is the responsibility of the public library to provide these children with other cultural, informational and recreational library materials. This client group is very small and dispersed throughout the province. Provincial Library will serve the fiction and non-fiction needs of this group.

Large print is also useful as a literacy collection, for people who have learning disabilities, for mildly mentally retarded people, and, for those who have other reading disabilities.

COLLECTION DESCRIPTION

Development of the large print collection began in the 1970s. Initially, the Provincial Library acquired multiple copies of every title available in large print. As the publishers' output increased, single copies of each new title were acquired. The majority of these were adult genre fiction.

In recent years, user demographics, heavy demands on the collection, and increased development of collections in other libraries signalled the need for changes in the handling of large print collections. In the fall of 1986, at a Library Directors' meeting, a co-operative collection development plan was devised whereby library systems would assume responsibility for acquisition of large print adult fiction materials and Provincial Library would be responsible for acquisition of large print adult non-fiction and juvenile materials.

SELECTION CRITERIA

Selection is based on the following factors:

- availability for purchase of adult non-fiction and juvenile materials in large print format;
- specific titles to respond to a specific title request by a patron;
- retrospective materials based on: demand, quality of the work, and, continuing relevance;
- replacement of lost or damaged materials with updated editions if possible;
- availability of Saskatchewan/Canadian materials; and,
- decision to not purchase: duplicates, textbooks and curriculum related books available through the Department of Education, adult fiction titles (being acquired by library systems), or, unpublished works.

TYPES OF MATERIALS

The collection includes the following types of materials:

- adult non-fiction, young adult non-fiction and fiction, and juvenile non-fiction and fiction - all subjects relevant to a public library collection; and,
- large print magazines.

WEEDING CRITERIA

The collection is weeded using title by title evaluation for:

- dated information;
- non-circulation;
- duplication in this collection and duplication of the title in other public library collection;
- poor physical condition; and,
- superceded editions.

GOAL

To facilitate equitable access to unabridged talking books in two-track cassette format for people who cannot read standard print due to a disability.

DEFINITION

A talking book is an unabridged, complete word-by-word narration on audiocassette of a work which has previously been published in print format. The majority of titles in this collection will be restricted to people who have disabilities. However, unrestricted commercially produced talking books will also be purchased if they are unabridged.

COMMUNITY SERVED/INTENDED AUDIENCE

The talking book collection is designed to serve people who are unable to use conventional print due to a physical limitation such as blindness, visual impairment, physical disability, or reading disability due to organic dysfunction. People with disabilities require access to the same range of information and materials as is available to the general population, but in a format which is accessible to them.

Patrons register at branch libraries and copies of registration forms are forwarded to Provincial Library. Estimates indicate that approximately ten percent of the population may be eligible for this service including the temporarily handicapped and people who experience some impairment due to aging. Since patrons are located in small numbers in every area of the province, and their disabilities vary, local collections are usually not feasible.

COLLECTION DESCRIPTION

The talking book collection was begun in the mid 1970's. It was developed as an audio-visual (AV) collection which contained talking books as well as instructional materials, language courses, dramatizations, kits, and, abridged versions of books. This policy refers only to the talking book portion of the collection. The objective is to build a balanced popular collection offering the widest possible range of materials.

SELECTION CRITERIA

Selection is based on the following factors:
- knowledge of current literature in other formats through reviews and selection journals;
- knowledge of existing collection, current and retrospective development objectives of Provincial Library, and, client libraries;
- consultation with regional and public libraries as well as patrons;
- analysis of needs and interests of users through circulation, interlibrary loan and special studies; and,
- availability of alternate format materials for purchase.

OTHER FACTORS RELEVANT TO SELECTION

The following principles are used to decide if an item should be added to the collection:
- abridged versions of books, lectures, speeches, poetry readings, dramatizations, self-help, how-to cassettes, textbooks, multiple copies of books, or materials to support academic curriculums will not be purchased;
- duplicates will be purchased to meet the needs indicated by requests for talking books;
- items will be ordered to fill patron requests for particular titles subject to general selection objectives for talking books; and,
- replacements for lost or damaged materials, will be ordered when possible, subject to general selection objectives for talking books.

TYPES OF MATERIALS

The collection includes the following types of materials:
- adult, young adult, juvenile and easy;
- fiction and non-fiction; and,
- popular subjects, general interest materials, current topics, classics, and, best-sellers.

WEEDING CRITERIA

The collection is weeded using title by title evaluation for:
- dated information;
- non-circulation;
- poor physical condition; and,
- superceded editions.

GOAL

To facilitate equitable access to multilingual materials for people who read in languages other than English.

COMMUNITY SERVED/INTENDED AUDIENCE

The multilingual collection serves the needs of children and adults in Saskatchewan who read in a language other than English, Anglophones learning French as a second language, students of Heritage Language Schools, and new immigrants.

COLLECTION DESCRIPTION

The multilingual collection was developed in the mid 1970's. It comprises materials from National Library's Multilingual Biblioservice (MBS) and purchases made by Provincial Library. Provincial Library purchases and obtains materials from MBS for materials in the following languages: Chinese, German, Hungarian, Polish, Russian, Spanish, Ukrainian, and, Vietnamese. Amounts purchased in each language vary from year to year. The Provincial Library will consider purchasing materials not available elsewhere in Canada for new language groups. The Library relies on MBS as an exclusive source for the following languages: Arabic, Czechoslovakian, Dutch, Finnish, Greek, Hindi, Italian, Japanese, Norwegian, Panjabi, Portuguese, Romanian, Slovak, Swedish, Urdu and others. French language materials are acquired solely through Provincial Library purchases since MBS does not provide materials in French.

SELECTION CRITERIA

Selection is based on the following factors:

- demand from users as indicated by subject, title and block requests;
- number and type of titles, and, languages available from MBS;
- decision on which languages will be developed by Provincial Library each year;
- decision of MBS not to collect certain types of materials;
- Saskatchewan/Canadian content (excluding French Canadian literature which is not in high demand);
- availability of titles from other libraries inside or outside of Saskatchewan; and,
- new language groups in the province.

OTHER FACTORS RELEVANT TO SELECTION

The following principles are used to decide if an item should be added to the collection:

- MBS materials, whether or not they duplicate existing holdings, will be added to the collection where demand warrants;
- items will be ordered to fill patrons' specific requests; and,
- gifts and donations of multilingual materials will be accepted, on condition that Provincial Library staff review and select what is appropriate for the collection.

TYPES OF MATERIALS

The collection includes the following types of materials:

- adult, young adult, juvenile, easy;
- fiction and non-fiction;
- popular subjects, general interest materials, current topics;
- large print and talking books if available; and,
- audio and videocassettes, and, phonorecords.

WEEDING CRITERIA

The collection is weeded using title by title evaluation for:

- dated information;
- non-circulation;
- poor physical condition; and,
- superceded editions.

COLLECTION POLICY - LAST COPY FICTION COLLECTION

GOAL

To provide equitable access to the last copy of adult fiction titles in Saskatchewan by maintaining the province's last copy adult fiction collection, and, by co-operating with libraries in other provinces holding last copy fiction collections.

COMMUNITY SERVED/INTENDED AUDIENCE

Although titles in the last copy fiction collection are available to anyone on request, this collection may serve the needs of older adults.

COLLECTION DESCRIPTION

Provincial Library collects, processes, and stores all last copy fiction titles whose authors' names fall between N and Z in the alphabet. Alberta Library Services collects the last copy fiction titles by authors whose names fall between A and M. By agreement, these titles are available to Saskatchewan residents on request through interlibrary loan. All titles added to the last copy fiction collection are reported to the National Library for inclusion in the national union catalogue.

SELECTION CRITERIA

The criteria used to determine inclusion in the collection are:
- published 10 or more years ago;
- adult fiction;
- last copy owned by the donating library system;
- in good condition;
- out-of-print; and,
- in the English language.

WEEDING CRITERIA

The collection is weeded using the following criteria:
- poor physical condition; and,
- availability of title from another last copy fiction collection elsewhere in Canada.

COLLECTION POLICY - LIBRARY SCIENCE COLLECTION

GOAL

To support the staff development, continuing education, library research, and policy development needs of libraries in Saskatchewan by collecting materials in the field of library science.

COMMUNITY SERVED/INTENDED AUDIENCE

Although titles in the library science collection are available to anyone on request, this collection is intended to serve the needs of staff of all public libraries, staff of Provincial Library, library staff in government departments.

COLLECTION DESCRIPTION

The library science collection (formerly the Professional Collection) was established in 1968. The collection was intended to be a comprehensive resource collection in the field of library science. The collection was established in recognition of the fact that Saskatchewan did not have a degree program (and corresponding collection) in library science within the province.

The collection is being developed at the study level, rather than at a comprehensive level (see Definition of Collection Levels, page 2-3).

Material is collected which deals with libraries, library staff, publishing, library architecture, administration, cataloguing, public relations, trusteeship, and, reference work. The focus of collection development is on resources for public libraries, though a limited amount of material on school libraries and special libraries is also collected. Provincial, national, and international material is collected.

The collection includes material on the history of type and typography, binding, and, illustrations for books. Selected material dealing with the physical development of the book, covering both the artistic and technical aspects, is included. Purchases in this subject are very limited.

Bibliographies on various subjects are included in the library science collection. History and criticism of literature is not included, with the exception of guides to literature or books which are written specifically for use in materials selection. Surveys of children's literature are included in the library science collection.

COLLECTION DESCRIPTION (continued)

Materials on automation and computer science are acquired only if they are related to library science. Books dealing with how libraries relate to the education process are collected.

SELECTION CRITERIA

Selection is based on the following factors:
- interlibrary loan requests: materials in the field of library science requested on interlibrary loan are considered for addition to the collection;
- suggestions from staff: staff from all Saskatchewan libraries and the Provincial Library are encouraged to make suggestions for additions to the collection;
- review publications: reviews of items in library science journals (e.g. Library Journal, Canadian Library Journal, American Libraries) guide selection; and,
- duplicates are not purchased.

TYPES OF MATERIALS

The collection includes the following types of materials:
- major national bibliographies (e.g. National Union Catalogue, American Book Publishing Record, Canadiana, British National Bibliography);
- union lists of serials (e.g. Union List of Scientific Serials In Canadian Libraries, Serials in Microform);
- review journals (e.g. Library Journal, Choice, Booklist, Publishers Weekly, Quill and Quire, Kirkus Reviews);
- library science journals (e.g. Journal of Library Administration, Library Acquisitions Practice and Theory, Library Technology Reports, Rural Libraries);
- audio-visual materials (e.g. audiocassettes, films, videocassettes in 1/2" and 3/4" VHS tapes);
- library accession lists; and,
- vertical file material (e.g. annual reports, calendars of Canadian library schools, pamphlets, specific articles, uncatalogued subject bibliographies).

WEEDING CRITERIA

Monographs

The collection is weeded using title by title evaluation for:

- dated information;
- non-circulation;
- poor physical condition; and,
- superceded editions.

Library Science Journals

The following criteria are used to evaluate and renew subscriptions to library science journals:

- availability in other Saskatchewan libraries;
- frequency of use of the periodical;
- use of the periodical relative to the cost of the subscription;
- whether or not the periodical is indexed; and,
- availability of subscriptions for other periodicals covering the same subject.

Vertical File Material

The following criteria are used to weed the vertical file:

- annual reports of libraries and library associations: in-province -- all are retained; out-of-province -- current three years are retained; out-of-country -- current issue only is retained;
- Canadian library school calendars: current year only is maintained; and,
- pamphlets and articles: nothing more than ten years old is retained, unless of historic value.

Accession Lists

The following criterion is used to weed accession lists:

- only the current issue is retained.

COLLECTION POLICY - NON-FICTION COLLECTION

GOAL

To ensure equity of access to non-fiction material not available at the local or the regional level. In the context of the ALA codes for collection levels, Provincial Library will collect at the study level or research level.

COMMUNITY SERVED/INTENDED AUDIENCE

Public library systems, special and government libraries, and, provincial government employees without departmental libraries, use the non-fiction collection to obtain materials not available in their collections.

COLLECTION DESCRIPTION

The non-fiction collection comprises the reference collection, monographs, periodicals, vertical files, government documents, and, the native collection.

SELECTION CRITERIA

Selection is based on the following factors:

- Level: study level or research level. (see Definition of Collection Levels, page 2-3)

- Saskatchewan/Canadian Emphasis: In any subject, Saskatchewan and Canadian material is given first preference.

- Forms of Material Collected or Excluded: The non-fiction collection includes the following formats and categories of material: monographs, periodicals, microfilm, microfiche, audiocassettes, government documents, vertical files, and, reference materials. Other forms not available at the local/regional level may be collected in future. Textbooks are not collected.

- Indexed Treatment: Inclusion of the title in major indexes is particularly important in the selection of periodical titles, but is also a factor in selection of monographs.

- Planned Duplication of Material: Duplicates are no longer collected. Duplication may occur between formats. Materials about Saskatchewan, or by Saskatchewan authors, which are in the collection will be retained in two copies. All other duplicates have been weeded.

SELECTION CRITERIA (continued)

- Limitations of Selection: Popular materials in any subject are not collected.

- Retrospective Acquisition: Retrospective material may be acquired when there is no Saskatchewan public library location and items have current reference value. Where possible, retrospective acquisition will be by donation or duplicate exchange. Rare books will not be purchased.

- Children's Material: Some material from the former juvenile non-fiction collection has been retained, particularly if it is indexed in major reference tools. Children's materials are no longer acquired.

- Languages Collected or Excluded: The majority of the non-fiction collection is in the English language. The collection includes some material in the French language. Some government documents are in both English and French.

- Geographical Areas Collected or Excluded: All geographical areas are collected.

- Chronological Periods Collected or Excluded: All chronological periods are collected.

- Editions Collected or Excluded: The importance of an edition varies; for example, the quality of illustrations in an edition is important for art books. Where historically useful, early editions of some works are retained. Different editions of titles are collected when the difference between editions are viewed as significant enough to reflect contemporary thought on the subject. Selected reference titles are acquired in alternating years or editions.

WEEDING CRITERIA

Monographs
The collection is weeded using title by title evaluation for:
- level of material;
- dated information;
- duplication in this collection and with public/regional library collections;
- poor physical condition;
- superceded editions; and,
- non-circulation.

WEEDING CRITERIA (continued)

Periodicals
The following criteria are used to evaluate and renew subscriptions to periodicals:

- availability of periodical from other Saskatchewan libraries assessed through review of holdings and retention schedules of other libraries;
- indexed treatment in on-line sources, print sources, and, accessibility to the indexes;
- level according to content;
- Saskatchewan content;
- extent of Provincial Library holdings in conjunction with other factors; and,
- availability of subscription in other formats (e.g. microfilm/microfiche).

GENERALITIES AND UNSPECIFIED (000-059, except 001.6)

Collection Description: The collection includes the following subjects: intellectual life, cybernetics, controversial knowledge, and, the book. Emphasis in the reference collection is on directories, encyclopedic works dictionary works, and, indexes. Material on libraries, library science, and bibliography is included in the library science collection. All editions of Canadian and Saskatchewan reference titles are retained for historical purposes, except where information may be duplicated or compiled in later editions.

Additional Selection Criteria for this Subject:
- popular reference titles may be purchased for loan where those titles would be non-circulating in public libraries and would, therefore, be inaccessible to locations not holding them (e.g. Canadian World Almanac).

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

ORGANIZATIONS AND MUSEOLOGY (060-069)

Collection Description: The reference collection includes directories and abbreviations dictionaries for organizations, learned societies, associations, conferences, and, congresses. Material about museums and other institutions is not limited to any one field; methods and practices, museum administration, conservation and preservation techniques are collected. Saskatchewan/Canadian material is emphasized, particularly on Saskatchewan and national institutions.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

JOURNALISM, PUBLISHING AND NEWSPAPERS (070-079, 080-099)

Collection Description: The collection in this subject includes historical and biographical works as well as "how-to" manuals and handbooks.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Initial study level.

PHILOSOPHY, METAPHYSICS, LOGIC AND ETHICS (100-129, 140-149, 160-199)

Collection Description: The collection includes collected works, histories and surveys, as well as complete works of major philosophers, criticisms of their works, and, biographies. The emphasis is on modern western philosophers, but other periods are also covered, as are Eastern and Oriental schools.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

PARAPSYCHOLOGY (130-139)

Collection Description: The collection covers the areas of parapsychology, occultism, dream interpretation and divination as well as pseudopsychology.

Additional Selection Criteria for this Subject:
- acquisitions are limited to titles for the reference collection.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Initial study level.

PSYCHOLOGY (150-159)

Collection Description: The collection includes material on the various schools of psychology, the history of psychology, as well as physiological, intellectual, subconscious, developmental, comparative, abnormal, and, applied psychology. Reference materials include dictionaries, encyclopedias, research guides, and, comprehensive directories of psychological tests. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

RELIGION AND MYTHOLOGY (200-299)

Collection Description: The collection includes general surveys of the major world religions, various editions of the Bible, Bible studies, Christian doctrines, morality, and, historical treatments of Christianity. Reference materials include concordances, encyclopedias, dictionaries, and, indexes. The collection's major emphasis is on Christianity.

Additional Selection Criteria for this Subject:
- material on Canadian churches or written from a Canadian perspective is acquired though availability is limited;
- popular material (e.g. inspirational books, devotions, prayers) is not collected; and,
- material of a historical nature is acquired when available through duplicate exchange or donation.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level

SOCIOLOGY (300-319)

Collection Description: The collection includes material on sociology, social interaction, social change, social conflict, human ecology, demography, social classes and structure, sociological issues of adolescence, men and women, ethnic groups, marriage and the family, sexuality, communities, sociology of women, and, statistics. Reference materials include encyclopedias, almanacs, and, yearbooks. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Research level.

POLITICAL SCIENCE (320-329)

Collection Description: The collection includes material on the philosophy and theory of politics, the historical and geographical treatment of political science, the state, comparative government, the structure, functions and activities of government, political ideologies, local government, types of governments and states, the relation of the state to organized groups, residents and individuals, political processes, political parties, elections, internal migration, slavery and emancipation, internal relations, and, legislation. There is a Saskatchewan/Canadian emphasis in the collection,

POLITICAL SCIENCE (320-329) (continued)

although the United States is also well covered. Microlog documents (federal, provincial, and territorial documents) on microfiche are currently being collected and are found in the government documents collection. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Research level.

ECONOMICS (330-339)

Collection Description: The collection includes material on the philosophy, systems and theories of economics, labour economics, financial economics, land economics including natural resources, socialism and related systems, public finance, international economics, and, macroeconomics. Most Conference Board publications are collected including the annual indexes. The collection includes information on historical economics. There is a Canadian emphasis in this subject, however, the collection has a large number of American publications. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Research level.

LAW (340-349)

Collection Description: The collection includes material on the philosophy and theory of law, historical and geographic works, as well as international law, municipal law, public law, constitutional and administrative law, social law, criminal, and, private law. Works on civil and court procedures are included. The statutes and regulations of Saskatchewan and Canada are housed in the government documents collection. There is a Saskatchewan and Canadian emphasis in the law collection. On-line searching of databases supplements the materials collection for abstracts on case law, statutes of other provinces and provides another access to journal articles.

LAW (340-349) continued

Additional Selection Criteria for this Subject:
- popular self-help material is not collected;
- case law (with the exception of case law published in a monograph form) is not collected;
- trial transcripts are not purchased; and,

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

PUBLIC ADMINISTRATION (350-354)

Collection Description: The collection includes general works on the subject and material on the executive branch which conducts government, central governments, government personnel management, procurement and records management, administration of government agencies, abuse of governmental powers, local governments, federal and state or provincial administration, and, public international organizations. There is a relatively large historical collection on the Royal Canadian Mounted Police. On-line searching of databases supplements the collection.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Research level.

MILITARY (355-359)

Collection Description: The collection includes material on the history of warfare, major historical campaigns (with strong emphasis on the Second World War), and present day military hardware and military organization in a few of the major countries in the world. Material on the Canadian Armed Forces, and American and Soviet forces is well represented. Historical, as well as modern international alliances, are included. Military equipment, weapons systems, tanks, ships, and aircraft are also well represented areas in the collection. Military customs and traditions of the Army, Navy and Air Force are included. Some unit histories are in the collection. Most of the material is in the 350's, some of the military equipment material is in the 620's, and, much of the historical material is in the 900's.

MILITARY (355-359)

Additional Selection Criteria for this Subject:
- most material on Saskatchewan military activities is collected, as well as much of the Canadian material.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Initial study level.

SOCIAL WELFARE (360-369)

Collection Description: The collection includes material on social problems, social action, social work, counselling, public action, private action, specific social problems, social welfare, physical and mental illnesses and disabilities, poverty, public safety, police services, public morals, housing, environmental problems, hunger, population, criminology, penal institutions, associations, clubs, and, insurance. Material relevant to Saskatchewan and Canada is emphasized. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Research level.

EDUCATION (370-379)

Collection Description: The collection includes development of education and covers a variety of practical teaching methods. Other areas represented are special education, particular learning disabilities, theory and generalities, and, issues. A limited amount of career information, GED material, and university and college calendars are also included. Canadian and Saskatchewan material is emphasized, particularly the development of education in Saskatchewan including both rural schools and universities. Autobiographies are included as well as curriculum guides and special reports or studies in education in Canada. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

COMMERCE AND COMMUNICATION (380-389)

Collection Description: The collection includes material on trade, communications, transportation, domestic trade, foreign trade, postal communications, telecommunications, railroad transportation, inland waterways and ferry transportation, water, air and space transportation, ground transportation, and, weights and measures. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

LANGUAGES (400's)

Collection Description: The collection includes material on all aspects of all languages, but the emphasis is on the English language with a strong collection of polyglot dictionaries and "how-to-learn" languages material. Some languages are well covered (e.g. European languages). In 1987, approximately 150 titles on English as a Second Language (ESL) were received from Saskatchewan Council for Educators of Non-English Speakers. The collection includes monographs and audiocassettes but not phonorecords.

Current Level of the Collection: Advanced study level.

Desired Level of the Collection: Advanced study level.

SCIENCE GENERALITIES (500-509)

Collection Description: The collection provides general coverage of all areas of the pure sciences. It includes encyclopedias, dictionaries, material on scientific experiments, historical works, and, biographies. The collection includes indexed science experiments.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

PHYSICAL SCIENCES (510-549)

Collection Description: The collection covers the areas of mathematics, astronomy, physics and chemistry. It includes encyclopedias, dictionaries and indexes. It provides general coverage in language which can be readily understood by the lay person. In astronomy, the northern hemisphere is emphasized.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

EARTH SCIENCES (550-569)

Collection Description: The collection includes the areas of geology, oceanography, meteorology and paleontology. The major emphasis is in geology. Material on Canada, and particularly Saskatchewan, is emphasized in the area of geology. It provides technical information which is readily understood by the lay person.

Current Level of the Collection: This subject is at a basic level with some initial study level areas due to the large collection of government documents issued by the Geological Survey of Canada and Saskatchewan Energy and Mines.

Desired level of the Collection: Advanced study level.

LIFE SCIENCES (570-599)

Collection Description: The collection includes biology, botany and zoology and includes major encyclopedias and dictionaries. The main emphasis has been in zoology. It provides technical information in language which can be readily understood by the lay person. Material pertaining to Saskatchewan, Canadian, and, North American plants and wildlife is emphasized.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

ENGINEERING/TECHNOLOGY (600-609, 620, 622-629)

Collection Description: The collection provides broad coverage with works of value to practising engineers and technicians as well as the lay person. It includes historical coverage of the development of technology by various societies. The emphasis has been on practical material. The collection includes engineering handbooks and training manuals, materials science, power engineering, engines and motors, transportation equipment, heavy construction equipment, mining and petroleum technology, and, structural engineering. On-line searching of databases supplements the materials collection.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

MEDICAL SCIENCES (610-619)

Collection Description: The collection includes material about the health sciences as a profession, human anatomy, human physiology, hygiene, public health, pharmacology and therapeutics, diseases, surgery, and the various branches of medicine such as gynecology, obstetrics, and, experimental medicine. On-line searching of databases supplements the materials collection.

Additional Selection Criteria for this Subject:
- textbooks and popular medical books are not purchased; and,
- current editions are collected, since medical material must be kept as up-to-date as possible.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

COMPUTERS/ELECTRONICS (001.6, 621)

Collection Description: The collection includes the computer science material in the 000's as well as the broader collection in the 620's. Theoretical areas with material at a level suitable for professionals in electronic or electrical engineering are well represented. It also includes material at a practical level for people with limited electronic background who are interested in purchasing a computer, repairing their television, or installing a burglar alarm. Subjects included are: electrical power production and

COMPUTERS/ELECTRONICS (001.6, 621) continued

transmission, opto-electronics, commercial or residential wiring, commercial broadcasting and satellite communications, ham radio operation, and, maintenance and repair of a range of electronic equipment.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

TRANSPORTATION TECHNOLOGY (629)

Collection Description: The collection includes aviation history, instructional flying manuals, airplane maintenance and restoration, and, motorized vehicle history and repair. Historical coverage of transportation vehicles and their manufacturers is well covered.

Additional Selection Criteria for this Subject:
- seven-year cumulations and reprints of earlier editions are collected for Motor's, Chilton's and Mitchell manuals; and,
- donations of last copy repair manuals would be appreciated.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

AGRICULTURE AND RELATED TECHNOLOGIES (630-639)

Collection Description: The collection covers the historical development of agriculture and some international material, with strong emphasis on agriculture on the northern plains of North America. The collection covers small and large scale farming methodology, farm machinery, livestock and crop production, soil science, weed and pest controls, wheat, cereal grains, and, world food production. Beef and livestock production are emphasized. Areas of agricultural economics, trade, grain transportation, and, ecology are included in the 300's section. Lesser emphasis is given to gardening, pets, horses and alternate farming methods. Some material is available on forestry, commercial fishing, wildlife management, and, fruit production. There is an emphasis on Saskatchewan as well as other prairie agriculture jurisdictions such as Alberta, Manitoba, North Dakota, Montana and other prairie agricultural states with livestock and grain production conditions which

AGRICULTURE AND RELATED TECHNOLOGIES (630-639) continued

correspond to Saskatchewan. Canadian agriculture material is held to a lesser extent, except when specific to the prairies. Saskatchewan and Canadian government documents are held. Some items of historical interest are available in the Peel collection on microfiche, as well as some Canadian and provincial government documents. In some subjects, early editions are maintained to present complete information and/or historical perspective. On-line searching of databases supplements the materials collection.

Additional Selection Criteria for this Subject:
- scholarly publications at a post-graduate level are not purchased; and,
- audio-visual material is seldom acquired.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

DOMESTIC ARTS AND SCIENCES - HOME ECONOMICS (390-397, 640-649)

Collection Description: The collection covers a wide range of topics including: consumer education, food lore, cookery, household appliances, home remodelling, kitchen planning, sewing, grooming, housekeeping, and, child rearing. The 390-397 area covers customs, etiquette, clothing and dress from the historical and ethnic view. The collection includes historical coverage and variety in ethnic cookbooks and costume books.

The collection consists primarily of monographs, although some audio-visual items on homemaking for the disabled, large type cookbooks, and, vertical file items are acquired.

Additional Selection Criteria for this Subject:
- historical and material relevant to Saskatchewan's cultural heritage is considered for purchase;
- popular material is not purchased (e.g. hairstyles, bodybuilding, cake decoration, basic sewing, bed and breakfast guides, candy making, chef's textbooks); and,
- sewing and knitting patterns are not purchased.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Initial study level.

BUSINESS (650-659)

Collection Description: The collection includes material on office services, written communication, shorthand, accounting, general management, business organization and finance, personnel management, executive management, production management, marketing, sales, advertising, and, public relations. The collection was expanded several years ago to meet the demands of the government Executive Development program. The collection consists mostly of printed sources, although microfiche is acquired for items such as Phonefiche. Some business reference tools are only purchased alternate years. On-line searching of databases supplements the materials collection especially for detailed information on companies.

Current Level of the Collection: Advanced study level.

Desired Level of the Collection: Advanced study level.

MANUFACTURING (660-689)

Collection Description: The collection includes technical subjects such as chemical technology, bio-technology, industrial processes, and, food technology. It also includes several areas of trades and crafts such as welding, woodworking, and, printing.

Large portions of this part of the collection include popular subjects such as glass or clock collecting, furniture repair, antique and modern rifles, and, handguns. The areas of petroleum production, mining, and forestry are strong in Canadian content.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

BUILDING CONSTRUCTION (690-699)

Collection Description: The collection includes plumbing and electrical, heating and air conditioning material, and, alternative heating methods such as solar energy and wood heating. The collection includes material on residential and commercial buildings. There is some emphasis on cold climate construction. There are construction handbooks for heavy and light construction, self-help material for home handymen, and training material for

BUILDING CONSTRUCTION (690-699)

tradesmen in carpentry, masonry, roofing, and, frame construction. Included are items on renovation and recycling of older buildings. The 680's include some woodworking material and some interior construction material in the 640's, but the majority of the collection is in the 690's.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

GENERAL ART HISTORY (700-709)

Collection Description: The collection includes material on major artists, aesthetics, art appreciation, symbolism, psychology, art education, the history of art, art museums, and, collecting art. Canadian material is emphasized. There is some material on Saskatchewan artists, but because it is difficult to identify, not a great deal has been collected. The emphasis is on Canadian and American art, but material on Greek, Roman, Minoan, British, German, Jewish, Ukrainian, and, Oriental art is also included. Some catalogues from Canadian (including Ontario and Saskatchewan), British, American, German, French, Italian, Danish and Egyptian galleries and/or museums are also included. Major art periods are represented from prehistoric through to modern art.

Additional Selection Criteria for this Subject:

- art catalogues, slides and scholarly material will not be collected;
- monographs, some art catalogues, brochures and clippings are collected;
- materials in languages other than English may be selected (e.g. Bénézit's Dictionnaire Critique et Documentaire des Peintres, Sculpteurs, Dessinateurs et Graveurs de Tous les Temps et de Tous les Pays); and,
- some reference tools may be acquired every other year.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

ARCHITECTURE, CIVIC AND LANDSCAPE ART (710-729)

Collection Description: The collection includes material on the history of architecture (particularly domestic architecture), famous architects, urban planning, architectural drawing, conservation, commercial buildings, castles, barns, facilities for the disabled, and, landscape architecture. Material on Egyptian, Roman, Gothic, Byzantine, Chinese, Indian, Italian, Finnish, British, American, and, Canadian architecture has been collected. The emphasis has been on house plans, interior design, and, contemporary architecture. Canadian content includes material on Saskatchewan as well as Ontario, Nova Scotia and the cities of Calgary and Vancouver.

Additional Selection Criteria for this Subject:
- popular materials such as basic books on landscaping are not collected; and,
- scholarly material is not collected.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Initial study level.

FINE ARTS (PLASTIC ARTS, DRAWING, PAINTINGS AND PAINTERS, GRAPHIC ARTS) (730-744, 750-769)

Collection Description: The collection includes material on drawing, painting, sculpture using a variety of materials, folk art and antiques as well as some material on printmaking and engraving. Emphasis has been on "how-to" types of material. Canadian material on coins, folk art, and collecting antiques is collected and a section on Canadian paintings and painters is well covered. Most of the information on Saskatchewan artists is in the vertical files (clippings and catalogues). Material about Canadian, American, British and Italian sculpture; Canadian, American, Greek and British coins, Canadian, American, Norwegian, Russian, Irish and Chinese folk art, and, painting from major countries of the world has been collected. Material on the major art movements from prehistoric to modern times is collected.

Additional Selection Criteria for this Subject:
- popular and "how-to" types of material are not collected;
- catalogues, slides and books illustrating major artists' works collected by university and special libraries are not collected;
- monographs, periodicals, catalogues and newspaper clippings on artists are collected;
- slides and prints are not collected; and,
- reference tools may be acquired every other year.

FINE ARTS (PLASTIC ARTS, DRAWING, PAINTINGS AND PAINTERS, GRAPHIC ARTS) (continued)

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

CRAFTS - DECORATIVE ARTS (745-749)

Collection Description: The collection includes crafts, house decoration, furniture, antiques, collectibles, and, glass. A broad range of crafts is a feature of this part of the collection. Historical material is well represented as is the background on furniture styles. The multilingual collection supplements this area. Some juvenile titles are included; they were transferred from the former juvenile non-fiction collection. They are juvenile titles indexed in specialized indexes and will be retained as they are likely to be weeded from public library collections as interests change.

Additional Selection Criteria for this Subject:
- retrospective specialized indexes are purchased for reference collection; and,
- material relating to Saskatchewan and Canada is collected though availability is limited.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

PHOTOGRAPHY (770-779)

Collection Description: The collection includes material on the history of photography, biographies on photographers, collecting photographs, photographic equipment and techniques, career information, as well as "coffee table" books with photographs on special themes. The emphasis has been on "how-to" material and includes the use of video. Material on film-making covers history, animation, special effects, and, editing. Material on the history of photography is included. Most material dates from the 1960's and 1970's. Material by or about American photographers has been collected, with only a few international photographers represented.

PHOTOGRAPHY (770-779) continued

Additional Selection Criteria for this Subject:
- popular and "how-to" types of material are not acquired;
- catalogues, slides, and books illustrating photographers' major works which are collected by university libraries, are not acquired;
- monographs, periodicals and some reference tools are collected; and,
- slides and photographs are not collected.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

MUSIC (780-789)

Collection Description: The collection includes material on the history of music, major composers, musical instruments (construction and how to play), songbooks, teaching music, conducting, voice and ear training, directing choirs, music theory and appreciation, the orchestra, opera, church music, career information, and, collecting records. The material on the history of music covers Renaissance, Baroque, classical, as well as contemporary rock music and musical theatre. The collection includes some material on Canadian composers and performers, along with a variety of Canadian songbooks from Saskatchewan and the Maritimes, particularly those which feature folksongs. The collection includes some juvenile material, songbooks and some instructional material for specific instruments, which were purchased in the past. Material on Canadian, American, British, and, international folk music is included.

Additional Selection Criteria for this Subject:
- monographs (including biographies, songbooks, and a strong reference collection), periodicals, and, newspaper clippings on performers are collected;
- individual pieces of sheet music, scripts and music for popular musicals, phonorecordings, audiocassettes, videocassettes are not collected. (Music phonorecordings and audiocassettes are included in the multilingual collection.)
- information on popular rock music and the latest instruments is not collected;
- updates for various reference tools are collected (e.g. titles indexed in Biobase which cover current performers and up-to-date directories for the industry).

MUSIC (780-789) (continued)

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

PERFORMING ARTS (791-792)

Collection Description: The collection consists primarily of material on film, particularly on actors and actresses of Hollywood, and some practical material on theatre. Books on other media cover television, radio, and, video. The emphasis is on Canadian, American and British theatre, with some material on Polish, African, and, Scandinavian theatre. Material on Soviet cinema, American film and Hollywood are collected, with emphasis on the latter. Canadian material is found in works on Stratford Theatre and in a few periodical reference titles.

Additional Selection Criteria for this Subject:
- Christmas plays and concert material, religious and children's plays, major plays and criticism, popular biographies, autobiographies, and, films are not collected as these are being provided by other libraries, (e.g. Mary Ellen Burgess Drama Library); and,
- films and videocassettes are not collected.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Advanced study level.

RECREATION, SPORTS, GAMES (790-799)

Collection Description: The collection includes a wide range of material for people interested in outdoor and indoor recreation. The collection includes the following subject areas: amusements, dance, family recreation, games, hobbies, hunting, leisure, indoor and outdoor recreation, play, recreation, and, sports. Instructional and working material is available for the majority of sports. The following areas are well-covered: dressage, cross-country skiing, and basketball. Biographies of sports figures are included in the collection. The collection includes some material at a juvenile level, which is retained for content (as the only source for some information) and because they are indexed in games and activities indexes or are of cultural relevance to Saskatchewan. On-line searching of databases supplements the collection

RECREATION, SPORTS, GAMES (790-799) continued

and provides current references to specialized areas (e.g. sports injuries, sports medicine).

Additional Selection Criteria for this Subject:
- popular material is not collected (e.g. "how-to" play or improve various games, ninja, World Wrestling Federation);
- popular phonorecords and audiocassettes (e.g. Jane Fonda's workout programs, aerobic dance) are not collected.

Current Level of the Collection: Basic level.

Desired Level of the Collection: Initial study level.

LITERATURE (800's)

Collection Description: The collection includes world literature but is limited to works in the English language. The collection includes titles in other languages which have been translated into English. Plays, poetry, short stories, essays, criticism, literary biography, public speaking, and, writing are included. Folktales and folklore are located in the 398's. In the past all Saskatchewan and most Canadian literary works were purchased. Saskatchewan books already held will be retained in two copies. Many folktales and collections of folktales are juvenile titles, but are retained in the collection because they are indexed in poetry indexes, short story indexes, and, indexes to fairy tales.

Additional Selection Criteria for this Subject:
- current popular fiction (bestselling novels) is not collected;
- books in this area do not become outdated, as they do in some other subjects, so older books may be acquired;
- emphasis is on Saskatchewan, then Canada, then international;
- translations are acquired, however editions as true to the original as possible are preferred; and,
- complete versions rather than abridged versions are preferred.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

HISTORY - GENERAL WORKS AND ARCHAEOLOGY (900-909, 913)

Collection Description: The collection covering history and archaeology includes volumes dealing with the philosophy and theory of history (e.g. The Study of History by Arnold Toynbee), specific events (e.g. earthquakes, floods, battles, volcanic eruptions, fires), adventure, general world history (e.g. The Story of Civilization by Will and Ariel Durant), geography and travel in the ancient world, archaeological theory and excavations. Saskatchewan and Canadian material is emphasized.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

TRAVEL AND GEOGRAPHY (910-912, 914-919)

Collection Description: The collection covers geography and travel of specific continents, and, countries of the modern world. Geography is a science dealing with the surface of the earth and its divisions into continents and countries, and, the climate, plants, animals, natural resources, inhabitants and industries of these divisions. The geography collection is supplemented by the Geological Survey of Canada and publications of Saskatchewan Energy and Mines, which are located in the government documents collection. The collection also covers discovery, exploration, trips around the world, shipwrecks, buried treasure, and, pirate expeditions. An emphasis on Canadian and Saskatchewan material is maintained.

Additional Selection Criteria for this Subject:
- guide books (e.g. Fodor, Michelin, ephemeral material, directories of accommodations) and popular accounts of individual's travels throughout the contemporary world are not collected; and,
- textbooks are not collected.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

HISTORY (930-999)

Collection Description: The collection includes the history of the ancient world which covers such areas as China, Egypt, Palestine, India, Mesopotamia, Europe, the Italian Peninsula (Rome), and, Greece. Also included is the history of the modern world which includes Europe, the Soviet Union, China, Japan, Vietnam, India, the Middle East, Africa, Canada, the United States, South America, New Zealand, and, Australia. Important historians' works have been collected (e.g. John Archer, Donald Creighton), as well as some regional histories, historical journals and biographies of important historical figures. Retrospective material such as the Peel Bibliography on microfiche has been collected. The collection has a strong emphasis in Canadian and Saskatchewan history. In the past, Provincial Library attempted to collect two copies of every local history published in Saskatchewan. Since one of the strengths of the library systems' collections is local histories, Provincial Library will no longer collect local histories, except through donation. On-line searching of the historical databases (e.g. America: History and Life and Historical Abstracts) supplement the materials collection.

Additional Selection Criteria for this Subject:
- travel books, family histories, textbooks, and, popular material are not collected;
- local histories not available in public library collections may be purchased; and,
- films and videocassettes are not collected.

Current Level of the Collection: The present level of the collection is at the initial study level for Canadian, Saskatchewan and American history; all other history areas are at the basic or minimal level.

Desired Level of the Collection: Advanced study level for Canadian, Saskatchewan and American history; Initial study level for all other history.

GENEALOGY, NAMES, INSIGNIA (929, 971.24)

Collection Description: The collection includes guides to conducting genealogical research, mapping family trees, books which describe sources for locating genealogical material, local histories, a variety of biographies, books on the meaning and origin of surnames and given names, and, heraldry. Canadian material is collected on conducting research in Nova Scotia, New Brunswick, Ontario, and, Saskatchewan with an emphasis on the latter. Genealogical information is also found in Saskatchewan local histories. The genealogical material collected is based on ethnic origins of people of Saskatchewan and includes material about Canadian, British (concentrating on Scotland and Ireland), American (Pennsylvanian and United Empire Loyalist), Russian, and, German with an emphasis on the first two areas. Books on

GENEALOGY, NAMES, INSIGNIA (929,971.24) continued

surnames cover English, American, Jewish, Irish, Welsh, Scottish, French, and, German names. Books on heraldry focus on Britain.

Additional Selection Criteria for this Subject:

- popular genealogical handbooks and workbooks are not collected;
- very specific material, which is available in other special collections (e.g. the Public Archives of Canada and genealogical societies) is not collected;
- monographs, bibliographies, school district parish registers, indexes to passenger lists, pamphlets, periodicals, and, newsletters are collected; and,
- Census returns on microfilm and family histories (unless of prominent Saskatchewan people), are not collected.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.

Collection Description: The government documents collection is a separate collection consisting of approximately 1,500 uncatalogued federal and Saskatchewan documents. These documents are organized by departments and agencies. Additional government documents are either catalogued and shelved in the stacks with the regular monograph collection or are housed in the vertical file.

The government document collection is current and historical in nature, and includes:

Federal Documents

The Provincial Library is a selective depository for federal documents. As a result, the government document collection contains:

- federal bills, statutes, regulations, votes and proceedings, debates (Hansard), and, gazettes (dating back to 1873, with gaps to the present);
- Census Canada documents (hardcover and fiche dating back to 1665);
- Statistics Canada reports and bulletins (late 1970's to the present);
- annual reports of federal departments, crown corporations, boards, and, commissions (early 1970's to the present); and,
- other annual publications issued by federal government departments from the early 1970's to the present (e.g. Department of Finance Economic Review).

The collection also includes:

- the Geological Survey of Canada produced by Canada Energy, Mines and Resources. The Geological Survey publishes bulletins, maps, reports, memoirs and papers that deal with the geology of Canada; and,
- standards from the following agencies: the Canadian Gas Association, the Canadian Standards Association, the Canadian General Standards Board, and, the Underwriters' Laboratories of Canada.

Saskatchewan Documents

The government document collection contains the following Saskatchewan government documents:

- bills, statutes, regulations, votes and proceedings, debates (Hansard), and, gazettes (collection includes the Ordinances of the North West Territories dating back to 1894);
- annual reports of Saskatchewan government departments, crown corporations, boards and commissions (early 1970's to the present); and,
- other annual publications issued by Saskatchewan government departments from the early 1970's to the present (e.g. Department of Finance Estimates).

Microlog

By means of an annual subscription to Microlog, the library obtains microfiche copies of documents from federal, provincial and territorial jurisdictions. The Microlog collection covers the period from 1979 to the present. Microlog is also accessed on-line through the CAN/OLE service. Prior to 1979, the ProFile Index (1973-1978) was acquired (a subscription service to Canadian provincial and municipal publications on fiche).

The Conference Board

The Conference Board and the Conference Board of Canada materials are collected on a selective basis. The Conference Board is an independent, not-for-profit research institution. It produces studies on management, public issues, the economy, and, business that are of interest to individuals in government, business and labour.

Additional Selection Criteria for this Subject:
- maps, as separate items, are not collected;
- government documents are also acquired on microfiche; and,
- selection tools used to develop the government document collection include The Weekly Checklist of Canadian Government Publications, The Checklist of Saskatchewan Government Publications, news releases, etc.

Current Level of the Collection: Advanced study level.

Desired Level of the Collection: Research level.

COLLECTION POLICY - NON-FICTION COLLECTION
NATIVE COLLECTION

Collection Description: The collection includes material on customs and traditions unique to aboriginal peoples of North and South America. It encompasses material both by and about indiginous populations, such as their anthropology, archaeology, art, biography, economics, education, discovery and exploration, geography, government relations, history, language, literature, medicine, music and dance, religion, technology, etc. Emphasis is primarily on the history and civilization of North American aboriginal people by specific tribes (especially the Cree), the fur trade, settlement of the West, and, material on Louis Riel. Canadian and Saskatchewan material is emphasized. Children's material makes up a very small part of the collection, and consists of books on legends, crafts, games, biographies, history (particularly of North American Indians), specific tribes and fiction, including picture books. Most of the collection is in the English language, however other languages which support the collection include language learning material for Cree, easy-to-read books (e.g. Indian Reading Series, Saulteau Readers, and Anderson Cree Language Series), and, dictionaries of various dialects (e.g. Dakota grammar, Beaver dialects, Mohawk, Isimshian language, Chinook jargon, Cheyenne, Bella Coola and Ojibway).

Additional Selection Criteria for this Subject:

- the shortage of material in native languages is recognized as a limitation of selection;
- monographs, diaries, dictionaries, academic papers (e.g. those published by the National Museum of Man), periodicals, pamphlets, government documents, art catalogues, cassettes, and, microfiche of the Peel biography are collected;
- manuscripts, films, and, slides are not collected; and,
- material by or about Saskatchewan native peoples is collected and followed in order of priority by Canadian, North American and some South American material.

Current Level of the Collection: Initial study level.

Desired Level of the Collection: Advanced study level.